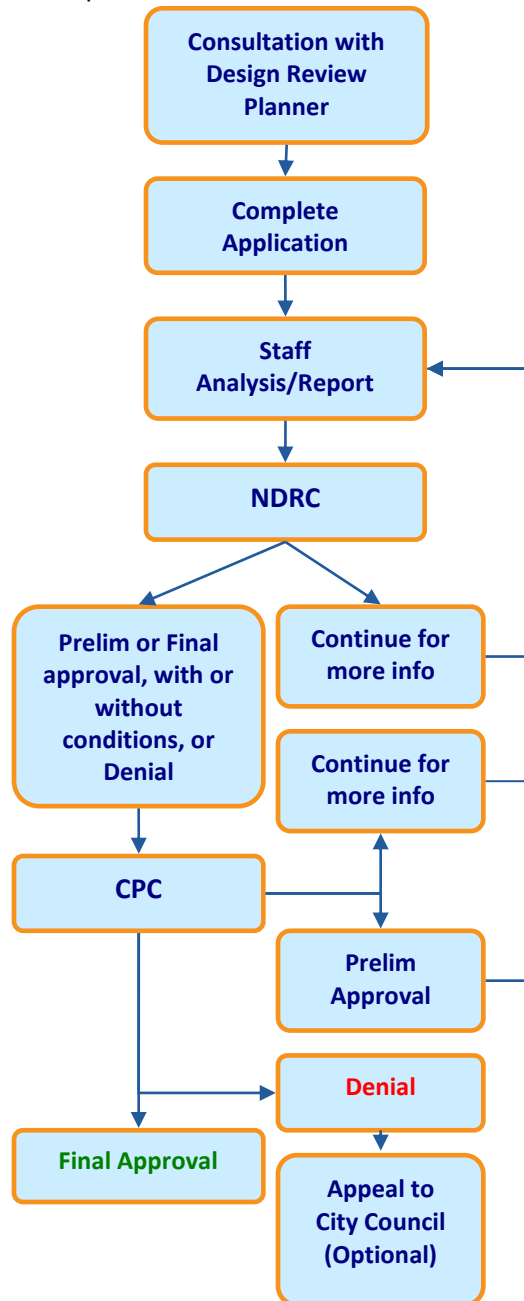


NDRC Process

Below is a graphical representation of the NDRC process.



Additional Information

Questions regarding the Design Review process? Please contact Susan McBride, Design Review Planner at: **(757) 823-1451** or email at: susan.mcbride@norfolk.gov.

For more information, contact the Planning Department at: **(757) 664-4752** or email at: planning@norfolk.gov.

Suggestions for improvement? Please call or email the Department of Planning and Community Development with your ideas.



Department of Planning and Community Development

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Last Updated: 10/9/2013

DESIGN REVIEW PROCESS AND PROCEDURES



Department of Planning
and Community Development



DESIGN REVIEW PROCESS

What is the Norfolk Design Review Committee?

The **Norfolk Design Review Committee (NDRC)** reviews all projects in the City's local historic districts (*see Historic Districts brochure*), as well as public projects and private projects built on land purchased from the City or encroaching onto City property.

When is Design Review necessary?

A project requires Design Review under the following circumstances:

- If a structure, project or site is located in one of the City's four local ordinance historic districts (Ghent, East and West Freemason, and Hodges House) or historic overlay district (Downtown).
- If the project is City property, is located on City property, encroaches on or is in the right-of-way or involves a street closure.
- If the project is on land purchased from the City or the Norfolk Redevelopment and Housing Authority.
- If a non-conforming property is a contributing structure in a State or National Register Historic District and wishes to expand or improve.

What is the process?

Design Review approval is obtained in a two-step process, first from the NDRC and then from the Planning Commission. The applicant will present his/her request to the NDRC, which is advisory to the Planning Commission. The action of the Commission is the final step in the review process. Action on an application has the following possibilities: approved as presented, approved with conditions, continued until a further date, or denied. A meeting with staff is recommended prior to any submittals.

How long does the process take?

The typical design review process can take between **2-6 weeks**. The timeframe and action required for the design review process is dependent on the project's size and scale.

- Projects that are small in scope, such as landscaping, fencing, etc. may obtain approval from one meeting with both the Committee and Commission.
- Larger scale projects or requests for new construction may require both preliminary review and final review.
- For very large or phased development it is recommended that the project is brought to the Committee and Commission for "Discussion Only."

How much does an application cost?

The application fee for a Certificate of Appropriateness/Design Review is **\$5.00**. The *after the fact* fee is **\$255.00**.

Application Materials

1. 16 copies of plans/elevations, drawn to scale, on either 8 ½" x 11" or 11" x 17" paper.
2. 1 digital copy of submission on CD
3. 16 copies of specifications and materials as well as details on the treatment of historic or prominent elements.
4. 1 copy with original signature and 15 copies of the application with complete contact info, with email and zip code and detailed description of project.
5. 16 copies of property survey and/or site plan drawn to scale.
6. 16 copies of photographs of subject property and surrounding properties.
7. Other materials may be requested, depending on the nature of the project.

Where to apply

The Design Review application is available at Planning Department offices or online at:

<http://www.norfolk.gov/planning> >> Boards and Commissions >> Design Review Committee.